

Kings Kids

Before and After School Program

Parent Handbook



Director: Ronald H. Corradini; rcorradini@kingslocal.net
513-398-8050 ext. 10040

KINGS KIDS MAIN OFFICE LOCATION:

Kings Education Center (KEC)
1797 King Avenue
Kings Mills, Ohio 45034
Phone: 398-8050 ext. 10040

SCHOOL AGE CHILDCARE LOCATIONS:

J. F. Burns Elementary School (JFB) 513-398-8050 ext.16313
Kings Mills Elementary School (KME) 513-398-8050 ext.14100
South Lebanon Elementary School (SLE) 513-398-8050 ext.15032
Columbia Intermediate School (CIS) 513-398-8050 ext. 10053
**In case of an emergency, call our cell phones before 8:00 A.M. &
after 4:00 P.M.**

Kings Kids - Columbia Intermediate School(513)430-8502
Kings Kids - J.F. Burns Elementary (513) 882-0035
Kings Kids - Kings Mills Elementary(513)882-0037
Kings Kids - South Lebanon Elementary (513)882-0038
Kings Kids Office cell (513)-505-7963

(Cell Phones will be turned off at 6:15 pm)

**Welcome and thank you for choosing the Kings
Kids Before and After School Program!**

We are proud to be a Before and After School program for School Age children licensed by the Ohio Department of Education School-Age Child Care division. This handbook contains information regarding the Before and After School Program, grades kindergarten through six.

Only children living in the Kings Local School District are eligible to participate in our Before and After school programs. Other programs offered to Kings Local School District residents include Kings Kids Preschool (childcare available) and our popular Summer Childcare Camp Program. Information on these programs is available on request from the Preschool/Childcare Office. Please feel free to stop by our office or call 398-8050, ext. 10040 for further information.

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~ KINGS KIDS ~
SCHOOL AGE CHILDCARE PROGRAM



STATEMENT OF PHILOSOPHY

The Before and After School Programs are a supportive addition to the lives of the parents who work outside the home and for their children. A parent's decision to place a child in one of our programs is viewed as a loving choice to give the child opportunities for play and social experiences during times between school and home. It is hoped that this bridge between school and home will help family times be relaxed and positive.

A program will compliment and extend upon experiences children have at school and home. Children choose freely among activities they can do successfully and independently. Many opportunities for learning exist, free from the pressures of performance requirement. Adults provide a balance of structured and free-choice activities to meet the child's social, emotional, intellectual and physical needs.

Kings Kids strives to provide a balance to the academic emphasis of the regular school day. Our goal is to provide a safe and nurturing environment. Our childcare curriculum provides opportunities for social and emotional growth, cognitive growth and physical growth through outdoor play, group games and recreational experiences. We work to address the individual needs, personal interests, and developmental needs of all of our students.

Children are valued as members of special families and parental feelings and preferences are considered. Our program professionals actively foster and participate in our programs and work to facilitate your child's growth through a home-cooperative approach.

Kings Kids provides an environment that is responsive to and respectful of individual differences, learning styles, interests, family backgrounds, gender, race and religion.

BEFORE AND AFTER SCHOOL PROGRAM **FACT SHEET**

We welcome you and your child(ren) to the Kings Kids Childcare Program. The primary purpose of this program is to provide quality care and a safe environment for children before and after school. Within this framework, the program seeks to provide a recreational/educational alternative to parents for adequate before and/or after school care for their children in grades K through six. Children entering the sixth grade must not be older than 12 years of age when school begins. Every elementary building has designated classroom space for our Kings Kids program. Students are provided time to do homework and Kings Kids Staff are available to provide homework assistance. In addition children will be able to participate in a variety of activities such as crafts, outdoor/indoor play, group and individual reading, puzzles/games and imaginative play.

All students must be able to function and care for themselves in a large group setting and must be toilet trained. It is not part of our licensure to change diapers or pull-ups unless on an IEP.

PROGRAM OBJECTIVES

1. To provide the students and parents with an alternative to having a child unsupervised before and after school.
2. To provide a balance of structured and free-choice activities to stimulate the child's social, emotional, intellectual and physical development.
3. To provide an opportunity for assistance with homework and various subject areas.
4. To develop emotional and social growth; and to improve the over all school behaviors/attitudes of the children.
5. To provide a supervised school-age childcare program for the safety and welfare of children.

KINGS KIDS STAFF/SUPERVISION

The Kings Kids Childcare Program adheres to the guidelines set forth by the Ohio Department of Education with regards to student/staff ratios, required in-service trainings, professional development and employee recruitment. However we are not licensed by ODE. We strive to provide the most efficient and appropriate supervision to all of our children in order to maintain a safe environment.

LOCATIONS

Columbia Intermediate School 513-398-8050 ext. 10053
JF Burns Elementary 513-398-8050 ext. 16313
Kings Mills Elementary 513-398-8050 ext. 14100
South Lebanon Elementary 513-398-8050 ext. 15032

The Kings Kids Main Office is located in the Kings Education Center at 1797 King Ave.
Kings Mills, OH 45034
(513) 398-8050 ext. 10040

HOURS OF OPERATION

Hours of operation will be from 6:30 - 8:30 AM and 2:30 - 6:00 PM on M/T/W/TH/F. Our Before and After School Program at the elementary buildings will be open every day Kings Schools are in session. The program will close for inservice days, school holidays, breaks and snow days.

EMERGENCIES

Emergency medical forms will be kept on file in the Kings Kids Childcare Office and a copy of each at each site. Parents or other authorized adults listed on the emergency forms will be contacted in case of emergency. **PARENTS ARE ALWAYS CONTACTED FIRST.** The State of Ohio, Department of Education requires that **three** such names and numbers are listed on every registration form. It will be the parent/guardian's responsibility to provide the Kings Kids office with any emergency contact changes.

RULES & REGULATIONS

We want our students to enjoy their time with us at Kings Kids. Rules have been established to ensure the children's safety and well-being while at the program.

Children are to behave in the same manner as they are expected to during the regular school day. Kings Kids abides by the rules and guidelines set forth for students in the Kings Local School District and by each building in which they attend. Participants are expected to follow the same rules of conduct as stated in the child's school handbook.

SNOW & INCLEMENT WEATHER & DELAYS

Kings Kids Before and After School program is closed when Kings Local School District is closed for snow or inclement weather.

When the school is placed on a 2 hour delay, the program will open 2 hours later at 8:30 AM at each 3 elementary buildings.

EARLY DISMISSAL DUE TO INCLEMENT WEATHER

In the event that severe weather causes school officials to dismiss the children early, the Kings Kids After School program will not be open for the full time. When you receive the "School Messenger", you will need to have a plan to pick up your child. Your child will not be put on the bus if they were planning to come to Kings Kids that day. We ask that you pick up your child within an hour of the school's release time. Children are to be picked up at their Kings Kids classroom.

BREAKFAST & SNACKS

Breakfast of cereal, milk, and either a breakfast bar or fruit is offered each morning. Snacks are provided after school. These are served at no cost to the parent or child. Snack menus are posted at each childcare location. If a child does not prefer the snack provided we allow children to bring a prepackaged healthy snack.

HOMEWORK

Students are provided time to do homework and Kings Kids Staff are available to provide homework assistance.

ARRIVAL AND PICKUP

All children attending the Before and After School Program **MUST BE SIGNED IN AND OUT BY AN ADULT (PARENT OR AUTHORIZED DESIGNEE).**

A parent or other authorized individual is **REQUIRED** to come into the building to pick up and sign the child out. Parents are not to take the child from the playground without being signed out first. If your child is to be picked up by someone other than the individuals listed on your registration form, please notify the childcare office in writing. Only emergency telephone notification will be permitted. The childcare office is also to be notified, in writing, if there is an individual who should not be permitted to pick up your child due to court mandated custody. *A divorce decree or other court documentation must accompany your registration if applicable.*

All parents/guardians are to enter the building through appointed Kings Kids doors. A sign will be posted on the proper door. Please do not enter the building from any other entrance.

MEDICATIONS

There will be no nurse on duty during Before/After hours. However, if your child requires medication for allergies, etc, staff members will administer medication if all proper forms are completed and on file.

DISCIPLINE

Kings Kids follows all guidelines provided by the Ohio Department of Education.

The Program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to a child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
4. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include the withholding of food, rest, or toilet use.
9. Separation shall be brief in duration and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

We feel our goal is best accomplished by the following:

1. Positive language and manners will be used to communicate limits, clarify expectations, and provide simple, consistent explanations
2. Providing a structured environment
3. Children are recognized with praise for respecting limits

A child having behavior problems during his/her stay in childcare may:

1. Be removed from the group to a designated quiet time area or redirected to a new area.
2. For serious or recurrent problems, the parents will be notified
3. For continuous serious or recurrent problems infractions, a child's enrollment may be terminated.

NEW REGISTRATION

Registration (throughout the school year) is Monday-Friday from 8:00 AM-4:00 PM at the Kings Education Center. Children must be registered 48 hours prior to their start date. If you register on a Friday, your child may start the following Tuesday, provided space is available. Registration fees are non-refundable.

TERMINATION OF CHILDCARE

Termination by Parent

Ten (10) school days written notice is required. All tuition that is due must be paid. Any parent who terminates without paying all tuition and notice fees will receive a statement of account specifying a due date for payment. If payment is not received, the program reserves the right to use whatever means necessary, including all legal avenues, to recover the amount due. Additionally, any future childcare programs will be unavailable due to non-payment.

Termination by Program

Termination by the Program's Choice: Reasons for the Kings Kids Director to end a family's participation in the program **include, but are not limited to:**

1. **A child's misbehavior.** Program staff will work with children in a positive manner as specified in our discipline policy. Parents will be consulted whenever any difficulties arise and kept informed about disciplinary processes. A request to find another setting would not be unexpected after the fourth (4) written behavior report. After the fourth (4) write up the child will be dismissed immediately.
2. **A child's severe and/or repeated misbehavior.** Children who do not respond and who create situations that are dangerous for themselves, other children, or staff members may call for immediate dismissal from the program.
3. **Parent's non-compliance with program policies and requests for cooperation in working with a child.** The Kings Kids Director will notify parents verbally and through email of the program guidelines. If parents disregard such specific requests for cooperation, the Supervisor may choose to give two (2) weeks (10 business days) notice.
4. **Repeated non-payment of tuition.** Parents will be sent a letter with the amount due. If not paid or contacted about making payments within two (2) weeks (10 business days) the child will be dismissed from the program.
5. **Not utilizing Kings Kids after two weeks:** If a family has not utilized Kings Kids in two (2) weeks (10 business days) straight without warning to the Director and Lead of the program then they will be taken off the Kings Kids roster to allow other families on our waiting list to join the program.
6. **If a child has been dismissed from any of the programs, it will be up to the discretion of the Summer Camp Coordinator, Preschool Principal, and/or Before and After Coordinator to re-enroll the child in the future.**

TUITION/FEES

Weekly tuition is expected to be paid in full each MONDAY following your child's stay. *If tuition is not received by Wednesday (following the tuition due date of Monday), a late fee of \$10.00 will be assessed.* Parents may also pay monthly, in advance. Monthly payments are due the 1st day of each month.

By paying for tuition with your check, you are accepting our check acceptance policy. In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary re-deposited by paper draft. You understand and agree that we may collect a return check processing charge of Thirty Dollars (\$30.00), by the same means and allowable by law.

Two weeks delinquent tuition may require that the parent make alternate childcare arrangements. More than two returned checks in three months will require that you pay with a money order.

Withdrawal from the program requires a two week paid written notice to be submitted to Ronald H. Corradini.

Regular tuition will not be paid during Thanksgiving Break, Winter Break, and Spring Break; however, tuition will still need to be paid for calamity days.

Weekly Fee (Beginning Aug 17, 2023)

	Half Day	Full Day
1-2 days	\$40	\$65
3-5 days	\$80	\$130

**We regret that we cannot accept cash. Please pay with check, money order, MasterCard or Visa.*

LATE FEES

Children may not be signed in before 6:30 AM. The program closes at 6:00 PM. Late fee pick-up fees are \$15.00 per child starting at 6:01 PM and \$5.00 every five minutes thereafter. After 4 late occurrences, the child may be dismissed from the program. The late fee may be paid at the time of pick-up or with the following week of tuition. If you feel you may have an occasional "pick-up" problem, please make arrangements with friends or relatives to have your child picked up on time. We appreciate your cooperation regarding this matter.

**KINGS KIDS BEFORE AND AFTER SCHOOL
PROGRAM SCHEDULE**

**(*these are sample schedules and maybe modified within each school to
accommodate space and student capacity)**

Before School: JF Burns, Kings Mills Elementary, South Lebanon Elementary

6:30 AM-7:30 AM	Kings Kids opens/Breakfast time
7:00 AM - 8:10 AM	Gym Play, Craft Time & Board Games Quiet time for children to finish homework
8:10 AM--8:20 AM	Clean-up
8:20 AM	Dismissal to school

Breakfast will be served upon request after 7:30 AM

Before School: CIS

6:30 AM-7:30 AM	Kings Kids opens/Breakfast time
7:00 AM-9:00 AM	Gym Play, Craft Time & Board Games Quiet time for children to finish homework
9:00 AM-9:15 AM	Clean-up
9:15 AM	Dismissal to school

Breakfast will be served upon request after 7:30 AM

After School: JF Burns, Kings Mills Elementary, South Lebanon Elementary

2:40 PM- 3:30 PM	Check-In/Snack Time
3:30 PM- 5:15 PM	Homework Assistance, Crafts, Indoor/Outdoor Play, Games, Individual and Group Reading
5:00 PM-6:00 PM	Center Time/Free Play
6:00 PM	Kings Kids Closes

Schedules vary from school to school. Each school has their own schedule posted in the classroom.

OTHER PROGRAMS

Other programs available include the Summer Childcare Camp Program, Preschool/Preschool Childcare (located at Kings Education Center). All children currently registered in one of these programs will be given advance notice of the registration in the Summer Program. However, the Summer Program is filled on a first come, first serve basis.

COMMUNICABLE DISEASE/ILLNESS

1. A communicable disease chart shall be posted in each classroom.
2. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters a group.
3. All parents shall be notified if their child has been exposed to a communicable disease when applicable.
4. Any child suspected of having a communicable disease shall be isolated immediately in an area set aside from the group. A child who is isolated is always accompanied by an adult who is within sight or hearing of the child. An isolated child is provided with a mat or cot, and a blanket until discharged. The mat shall be sanitized with an appropriate germicidal agent and the blanket shall be laundered upon discharge of the child.
Any child with the following signs and symptoms shall be immediately isolated and discharged to the parent, guardian or person designated by the parent:

- a. Diarrhea
 - b. Vomiting
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Conjunctivitis (no red eyes/crustiness present to return to school)
 - f. Temperature of 100 F when in combination with any other sign of illness (such as lethargy, abnormal activity, vomiting)
 - g. Unusually dark urine and/or gray or white stool
 - h. Stiff neck
 - i. No unknown rashes of any kind.
5. **A child with any of the following signs or symptoms of illness shall be immediately isolated from other children and the parent or guardian called to take the child home immediately. The child shall be carefully watched for worsening of his/her condition.**
 - a. Unusual spots
 - b. Sore throat or difficulty swallowing
 - c. Untreated, infected skin patch(es)
 - d. Severe coughing
 - e. Evidence of lice, scabies, or other parasitic infestations
 6. No child may return to childcare until all signs or symptoms of illness have disappeared (temperature free, etc.) for at least 24 hours after the symptoms are gone. Children with head lice shall be excluded from childcare until application of an effective pediculocide.
 6. Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents shall be notified of the child's symptoms and behaviors